

# Buyer

If you have the following roles in AiM you are required to take this course:

- Warehouse Buyer

## Topics Covered

- Inventory Reorder Generator
- Enter Purchase Order for Stock Inventory
- Find/Approve Purchase Request using Personal Query
- Enter Purchase Order for Catalog or Non-stock using Purchase Generator
- Enter Purchase Order for Non-Stock/Catalog on Purchase Order screen, from a Purchase Request
- Enter a Purchase Order with no Purchase Request
- Process a Spot Purchase
- Reverse Disbursement
- Invoice Discussion/View an Invoice